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VADE MECUM, VOLVENTIBUS ANNIS

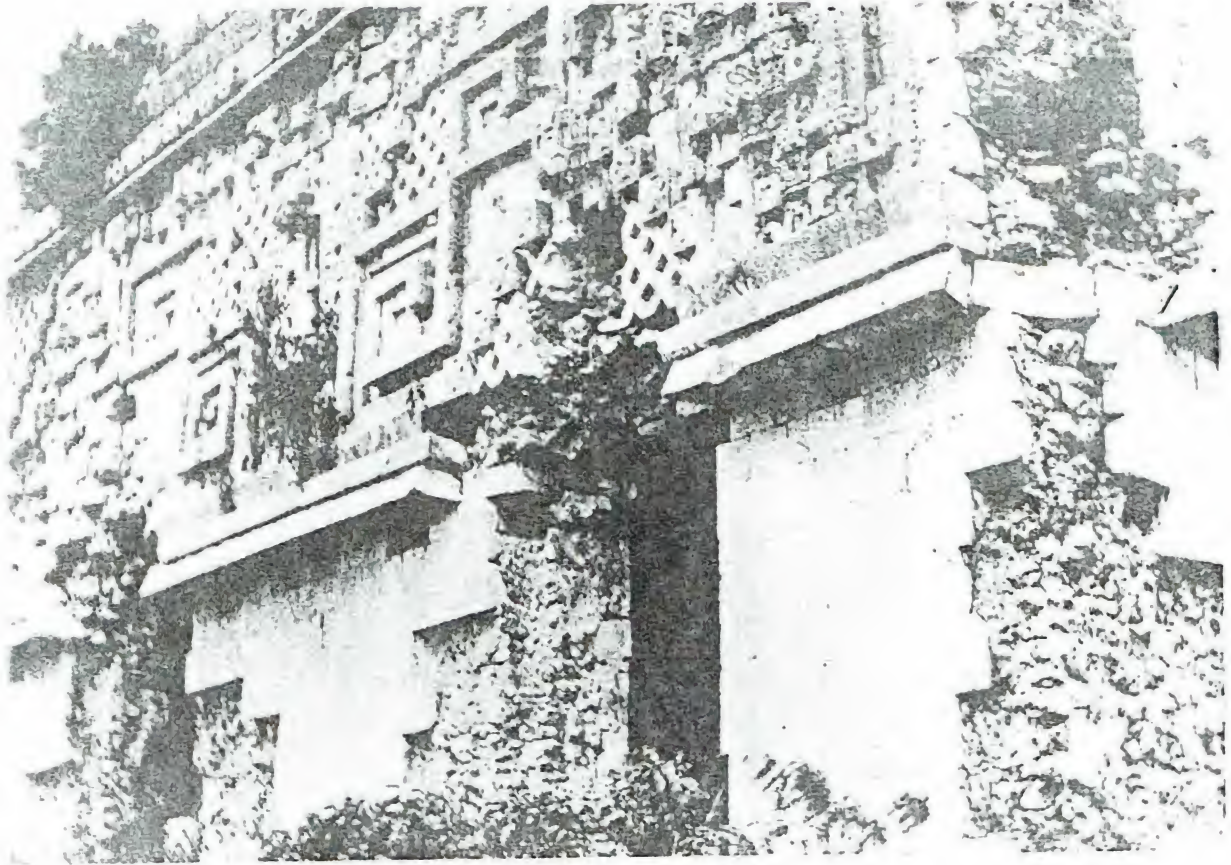
THE MAYANS
SAN ANTONIO,
TEXAS

Degree 8 - 9

Number 148

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**Casa del Gobernador
(House of the Governor)
Uxmal, Yucatan**



**YOU UNLIMITED
THE BUSINESS OF LIVING**

Prayer

The Set-up
Incorporate
When Do You Start?
Get Things in Order

Clean Out the Rubbish
Equip Yourself
Have the Right Attitude
Meditation

*B*eloved Centurion:

It is my deep and reverent hope, as your Instructor and Companion, that this lesson will touch everyone in this advanced class. Some need the truths and advice expressed here more than others; a few are at a crossroads and do not know what to do.

If you find yourself in this condition, or if you need just a little more determination, a little more confidence in yourself, if you need help in making a decision, I pray that I am able to impart to you the sincerity of my desire to help you get started; and that the benefit of the many years of my experience in counseling people in all walks of life will inspire you with the confidence to make YOU UNLIMITED your greatest project right now and that you will get started immediately building to that end.

When I speak of the vastness of my experience with people who have accomplished seemingly miraculous results, here in my files at headquarters are multitudinous examples of people who, when first they started on the Mayan Path, were sunk in the depths because they were not able to make a success of life, they were not able to make a start through one lack or another in their lives - then, they made a complete reversal.

I shall not mention names, although I am quite sure that the man in this particular story would be happy to have me do so; but I shall relate it to you as follows: One day a knock came on the door of my home and a man stood there whom I had not met before. He introduced himself as a member of the Mayan Order and gave me his name. I invited him in and he said, "Miss Dawn, I have come all the way from Canada just to tell you what the Mayan Order has done for me. When I first became a member I was a total failure. My greatest weakness was my inability to come in contact with people. I had a very bad inferiority complex. Now I would like for you to know I own a chain of gasoline stations in Canada, and my success has been based on the fact that I am now able to contact people very successfully. As a result, I have been able to build a fine business, have a large bank account, and all of this is a result of the things I learned from Mayanry. I have come in person all this distance to tell you about it."

He found his YOU UNLIMITED. I might also mention in passing that, although this member made a great success of his life, he did not discontinue his studies in Mayanry. He is still a devout Mayan, for he has realized that we never stop learning and we never stop improving. There is no saturation point.

This is only one of hundreds of such outstanding successes. I shall tell you more about wonderful stories of our members later in this series, all of whom have demonstrated the success principle which Mayanry teaches.

Andrew Carnegie, the millionaire, expresses a truth I have always liked when he said, "I believe the true road to preeminent success in any line is to make yourself master of that line."

And so, with these thoughts in mind, we reverently say together the following prayer:

PRAYER

Heavenly Father, help me to approach this study with a reverent spirit and an open mind. Help me glean from it whatever will strengthen me and make me more adequate to the filling of my true place in the world. Amen.

The Business of Living

THE SET-UP

*W*HETHER or not you think of yourself as being a business person, that is exactly what you are. You are living a life, and that is the most important business in the world. From the day you were born you were an apprentice in that business. From the day when you began deciding what to do with your time and abilities, your life has been a going business with you more and more in active charge.

You may not have a downtown office, or a great store, or a busy organization working under a firm name, but you are in business just the same. If you do have such a set-up and are carrying on some commercial enterprise or other, you are still in the business of living just the same.

In that case you may think your commercial organization is your major enterprise and the business of living your life a minor matter, but you are mistaken. The business of living is the most important thing you will ever do. It controls your happiness and destiny. It even determines your failure or success in anything else you do.

If you are good at living your life you will have a better chance to succeed in all your affairs, and vice versa. The level at which you choose to live your life and the quality of the ideals by which you do so will be reflected in any business you carry on. How well you get along in the world is determined in the last analysis by how well you live your life.

What do you admire in a business or professional man? Probably you like to see him doing things efficiently, being considerate of others while doing his work with capability and success, and showing in every way that he knows what to do and how to do it. Such a man has an interest to conserve and develop, and he is doing it.

When you see such a man ask yourself how he goes about making the most of his business responsibilities with such a sure yet gentle hand, and always with progress and development in mind. Think of that as a pattern for your living. Think of living as a responsibility that has been placed in your hands with which to do your best and on which to make a good report.

This business man you admire would never be where he is if he had been sloppy, careless, and aimless. Neither would any of those who have built fine

personalities and lived fine lives if they had not learned effective ways of going about the everyday matters of human existence.

Begin now by realizing and acting upon the fact that your life, like a business, can be best lived by orderly methods. Remember that if you want it to be effective, you must plan it and conduct it with that in mind.

INCORPORATE

YOU will not be applying at the State House to incorporate the business of managing your life, nor expect to take out a charter; but you will do so in your mind, for living a life is a real business. But under what form will you incorporate? You might call the set-up YOU INCORPORATED, as sign that you mean to organize your forces to conduct your life effectively and successfully, but that does not seem adequate. You might organize it as YOU LIMITED, signifying that your responsibility would have its limitations; but that would not be proper because it would not be true. There are no limits to one's responsibility for the way he lives his life.

There is another form of incorporation which is just right. That is to organize your life as YOU UNLIMITED. That title recognizes not only that you carry full responsibility, but also the glorious fact that there is no limit to the possibilities of what you can be and do. The world is before you and the universe is around you. The only measure Destiny has is the measure of your dreams and your willingness and ability to make them come true. Many a person finishes up poorly because his dreams fell short of the mark. He did not have the faith to aim high enough.

In the conduct of an ordinary business there may be reasons for operating under limitations. An ordinary corporation is limited in its success and profit by many kinds of things and conditions. But the living of your life is really an unlimited enterprise. Nowhere along the line will any forbidding hand be lifted or line be drawn. You can do your best, and then keep making your best better. You can always achieve one good purpose and then establish a better one at which to succeed.

Few of us ever realize how much we could really make of our lives if we put the needed vision and effort into them, or how much we could have made of them in the days of opportunity gone by. The reason often is that we made limited enterprises of them when they did not need to be so. Do not set limits to your aspirations and your willingness to try to achieve them. You may think you can see points beyond which you cannot go, but you never know till you try.

These limitations we think we see are likely to be imaginary. When you get to them you find they are no longer there. The top of a hill may look like the end of the road, but it never is. There are other hills beyond it.

So let that word UNLIMITED have a real and constant meaning for you. It will FORBID your setting bounds to your possible progress. It will keep you constantly reminded that wherever you are or ever come to be, the road leads on. And remember that the word UNLIMITED is applied to YOU. This truth applies to

anyone, but to a Mayan more especially, as you travel ever onward and upward - always ignoring limitations.

WHEN DO YOU START?

GETTING started at anything is often harder than keeping on. It is the crucial point. You can't keep on if you do not start, and while it takes an effort to start, you are helped from that on by the momentum you gain. We usually do keep going when we are once under way, but making the start is so easy to postpone that it causes us to lose precious time waiting, and sometimes not even to get started at all. Once on the road the spirit of adventure carries us along. It is turning over the cold engine that takes the will power. So if necessary put some extra effort into getting the orderly and businesslike management of your life under way.

But when? Why wait? Surely you can begin as well now as at any time there will ever be. It takes time to organize and start a commercial enterprise, but there is nothing about this that cannot be undertaken now. There are no shareholders to find, no sources of capital to be found, no directors to select, and no physical equipment to set up, and no weeks and months of waiting for operations to get under way.

Of course you cannot finish putting your life on an orderly basis right now, but you can begin. You do not have to consult anyone, for you are in complete control. You do not have to gather any resources, for you already have them. You can start in business wherever you are and take the business with you wherever you go. There are no legal technicalities involved. All that is required is to see what to do and begin doing it. All this is better done today than tomorrow, because the person who puts it off till tomorrow is very likely to put it off longer and perhaps never get it going at all.

Once under way it will be easier. Your program of self-improvement will naturally expand and develop as you build new abilities and see new opportunities. We have already said that these are unlimited, so the time need never come when you are not still going on. But this will not be unless you get started.

Literally all you have to do is to make up your mind and get under way. You have nothing to lose and everything to gain. The results cannot be anything but good. EVEN IF YOU FAIL TOMORROW, YOU WILL HAVE MADE A LITTLE PROGRESS; but you do not need to fail tomorrow or any other time. To fail would be better than not to try, but you will not fail when once you get a taste of progress. You need no permit, and the market for your product is limitless. Then what are you waiting for? ORGANIZE YOU UNLIMITED BEFORE YOU SLEEP TONIGHT.

GET THINGS IN ORDER

YOU may say that this is all so indefinite that you do not know where to take hold or what to do. On the contrary, it is a very definite possibility, a fact you will realize when you look at it objectively. You are simply undertaking to live your life in as orderly and efficient a manner

as a good executive conducts his business.

As your Instructor, I make this request: -

LOOK AT YOUR AFFAIRS, ALL OF THEM TOGETHER. Are they in orderly condition, and are they being well managed? Are your abilities in good working order? Do you know what your problems are, and are you really doing anything about them? Are you getting on cooperatively with people and conditions? If these matters are all cluttered up, begin to put them in order. Doing this will help clear your mind, and encourage you for further effort. There is no reason why when you go to bed tonight you may not have a sense of organization that will help you get such a night's sleep as will fit you for some real progress tomorrow. Try it, and KNOW that it WILL work.

Realize from the first that you are in business and doing something important. Consider the fact that doing things, achieving goals, reaching objectives, is what makes the change we call progress. Everywhere people are trying to exploit this or that opportunity for material gain. Why do you not apply as much ingenuity and effort into exploiting the possibilities of worthy living for gain in terms of honor and satisfaction? Those contending for the goods of the earth have rivals trying to hold them back. Contending for the goods of the mind and spirit you will have only friends helping you forward.

But even these friends cannot do it for you. This is a work each must do for himself and do on the basis of his own decision and resolution. But you have a clear field, and there is nothing to keep you from making the most of it.

One thing about which you will need to have a care is to be sure as you go along that YOU ARE CONTINUING TO USE YOUR MIND AND WILL EFFECTIVELY IN THE EFFORT TO LIVE A MASTERFUL LIFE. Even after making a start in the right direction it is tragically easy to let one's self drift into slovenly thought habits, failure to give things the mental attention that makes it possible to remember them accurately, and doing nothing about them anyway. These could continue to be the marks of a poorly conducted life. (Please read this paragraph again. Many failures could have been avoided if these rules had been observed).

You have seen the fine and elaborate filing systems in a modern business office, where at the touch of a finger waits any information anyone may need in carrying on the work. How smoothly these systems work, and how deftly the workers handle them! Let that be a picture of your mind as you use it in the business of managing YOU UNLIMITED.

If anything constructive is ever done by a topsy-turvy life guided by a hodge-podge mind, it is accidental. Do not depend on accident for your happiness. MAKE IT SURE.



CLEAN OUT THE RUBBISH

*I*N making any start toward a more orderly and effective way of doing things, one of the first things to do is to clean out the rubbish.

For almost any adult, younger or older, this is a new start at least in the sense that there has been time for waste to accumulate, for some things to get out of order, and for others to show signs of neglect. You probably face first of all a kind of clean up, paint up job. To get started right on your new program you need to do with your life something like you do to your premises at housecleaning time. You will need to have it clean and in order, and to keep it that way.

Of course the kind of trash that accumulates in our lives is different. It is not something that can be removed with the broom, carpet sweeper, or vacuum cleaner. The cleaners are, first, the intelligence to know what is and what is not worth keeping, and second, the will power to remove what is hurtful, unsightly, or in the way.

Have you any habits that are only rubbish to be gone around or climbed over, or by which you are hindered in one way or another? If so, why not get rid of them? We all know we have these habits, but it is difficult to admit it. They are in your way; allowing them to continue to lie around is not a sensible or businesslike way to do, and they will remind you every day that you are not really serious about putting your life in order and starting out to make as genuine a success of it as a good business man tries to make of his business. Their continued presence will be bad for your morale and encourage failure, just as an orderly condition will be good for your morale and encourage success. As an example, take the habit of putting things off.

An old adage declares that procrastination is the thief of time. That is true, but it is even worse. It is the thief of everything that goes into the making of a successful, courageous, and satisfying life.

It is a habit that not only never improves of itself, but that tends to get worse. As neglected duties accumulate, and as you get farther and farther from the time when they should have been done, you get more and more discouraged till you finally decide there is no use doing them at all. Meanwhile you are neglecting more new ones and developing a fixed habit of putting things off. You are also losing the benefits you would have derived from doing things at the right time. Many of us would be appalled at the total if we could reckon what we have lost in this way. If you have this habit, SWEEP IT OUT.

Inspect the situation for any other trash that may lie in your way, robbing you of time, energy, mental or physical fitness, good human relations, and anything else that means less of success and more of failure. That will help prepare the way for YOU UNLIMITED.

EQUIP YOURSELF

*N*O matter what you do in life, it requires PREPARATION, and one essential part of the preparation for anything is EQUIPMENT. If you have

ever had anything to do with a production plant, a distributing corporation, a farm, a bank, or any such thing, you know that very well.

What you may not realize is that if you propose to make a real business of running your life the right kind of equipment is just as necessary as it is in connection with anything else. The great difference is that in the case of YOU UNLIMITED you can equip yourself as well as is needed, even as well as you desire, at little or no cost in money.

There are many things you would find helpful. Some of them are more and some are less necessary; but there are three you will need at once and continue to need as long as you are in business. They represent the minimum of what you must have to operate at all, and you will need at least to begin to acquire them immediately. They are progressive and cumulative, so you can go on indefinitely increasing their supply and improving their quality. They are skill in living, principles for living, and fellow human beings.

Skill at anything consists of understanding, natural ability, and practice in doing that thing well. This includes the art of living. Suppose you put into the living of a day, with the planning, decisions, and efforts it requires, anything like as much of these elements as a master of any endeavor puts into his work. Do you not think life would at the same time be infinitely more rewarding and infinitely more pleasurable?

The sooner one adopts a good rule or set of rules to go by, the sooner his going will be sure and purposeful. The first ones may not be perfect, but they will be a beginning. You can revise, improve, and add to them as you go along. For instance, J. C. Penney has built up his successful chain of stores on the principle that six things always win - hard work, preparation, honesty, confidence, in people, the spirit, and a practical application of the golden rule. You can see the idea. Develop something you think will be equally helpful to you, and follow it till you can improve on it. We shall have more to say about this in a later lesson.

You cannot carry on any kind of a program without people. Make friends of as many as you can. Be a friend to all and add an ally whenever you can. Let anyone be a friend who will. If he is better than you, learn from him. If he is not as good as you, teach him. But in any case have him in your camp. We do not live to ourselves. Many people think they can, but they cannot. We need people. Success at anything is a common interest, involving both ourselves and others.

Anyone adds to his tools as he goes along, but he has to have the essential ones to start with. These are the first three to get. Acquire them. No one will send you a bill. You can then begin the actual operations of YOU UNLIMITED.

HAVE THE RIGHT ATTITUDE

*I*N concluding this lesson on making a business of living, let us emphasize one more thing. That is to have the right attitude, and the right attitude is to take it seriously. Consider that it is no trifling

thing you are undertaking. It is one of the most important moves you will ever make, and it deserves that you act accordingly.

Neither is it a suitable subject for needless talk. It is nothing to be ashamed of or to conceal. It is merely your own affair. Discuss it carefully with trusted loved ones if you must, but to make it public property is a good way to deal it a death blow. Do not let it be bandied about, distorted, misunderstood, and used to set up NEGATIVE REACTIONS that will DISCOURAGE and DEFEAT you. THIS IS VITAL.

Let results speak for you and for it. Do so much better that the effects will be apparent. People will begin first to wonder and then to ask questions. Do not answer extravagantly. Tell only what you are sure of, not to boast but to help the sincere inquirer who would like to do the same thing and needs guidance. Do you know any successful person in any business who goes about telling everything he knows to everyone who will listen? Just keep on succeeding with the management of your life as though there were nothing unusual about it. It will be noticed.

Maintain an attitude of serious respect toward this program and carrying it out. It requires your best efforts, and it will give you its best possibilities in exchange. It is a project in life engineering - a way to put the most into the days and get the most from them; to build your best dreams into realities that match them in quality and importance.

No matter what new start one makes in life, one thing has to be guarded against. As a rule the more important the effort is in meaning and in value, the more necessary it is to maintain this safeguard. It is the human tendency to let the program grow stale, and to lose the enthusiasm that at first made it so interesting and challenging. This is important to remember.

Too often the brightest picture fades soonest. The rarest dream will lose its challenge if one does not keep genuinely interested in building it into a reality. There is no trick way of keeping up this spirit of enthusiasm. You have to keep the fires going YOURSELF. You should have no difficulty in keeping up your zeal about anything that is so surely pushing you along the way of happiness and success by making your presence in the world count for more every day. Keep the line taut. Do not let it sag.

The sense of order and improvement you build in the beginning should be a constant stimulant, strong enough to keep you going till you begin to feel the push of the still greater joy of seeing the good effects of your efforts multiply, and knowing that you took a forward step when you founded YOU UNLIMITED.

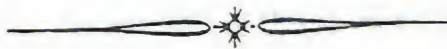


MEDITATION

I now undertake to carry on the affairs of my personal life in the

orderly manner of a well-conducted business concern, and to be faithful in the effort.

YOUR CLASS INSTRUCTOR .



The next lesson in this series, entitled SETTING YOUR GOAL, will cover the following subjects:

PRAYER

THE FARTHER AIM

MAKING AN APPROACH

THE PATTERN

BIG BUSINESS

LOOK UP FIRST

CHARTING THE GOOD LIFE

SOME BY-PRODUCTS

MEDITATION

